

Chronic

12 February 1974

MEMORANDUM FOR: Chief, O/DD/I Management Staff

SUBJECT : Request for Lease of Additional IBM
Magnetic Card Executive Typewriter

1. It is requested that one additional IBM Magnetic Card Executive Typewriter be leased for use in the COMIREX Staff headquarters.

2. We expect to add a third secretary-typist to our staff within a matter of weeks and it will be essential that she have the same type of equipment as the other secretaries. The COMIREX workload continues to increase and our typists would not have been able to do as well toward keeping up with the increased flow if it were not for the acquisition of two magnetic card typewriters a year ago. The capability of having studies and papers put on magnetic cards that either secretary can rerun as required has been a major time saver. The new typist will be seriously handicapped if she does not have ready access to the same kind of equipment.

3. COMIREX is regularly involved in the drafting, coordination and publication of inter-agency studies and memoranda. These studies are often very long and complicated and usually require frequent and extensive redrafting to achieve inter-agency coordination. The magnetic card typewriters have proved invaluable in speeding the availability of clean drafts and in getting final copy ready within very tight deadlines.

25X1A 4. Mr. [REDACTED] of my staff would be glad to discuss this requirement further with anyone you may designate. It is hoped the paperwork can be expedited and that Mr. Shannon of IBM can be alerted so arrangements can be made for delivery and installation of the machine as soon as possible.

25X1A

[REDACTED]
Chairman

Committee on Imagery Requirements and Exploitation